

**Student Achievement Guarantee in Education (SAGE) Aid Entitlement (PI-SAGE-ENT) Form
Updating Low-Income Student Counts for the SAGE Biennial Budget**

Please Read Before You Begin the Web-based Form

- Complete and submit this form no later than **Friday, March 26, 2010**. The data collected from this reporting cycle will be used to project costs under the SAGE Aid program for the biennial budget. All SAGE funds have been expended for the current school year 2009-10. Additions to your low-income count will not result in additional SAGE aid for your school.
- **For biennial budget purposes, please update your “Total Low-Income Student Count Numbers” only.** If you have students whose low-income eligibility was not determined until after your October count, please submit them at this time.
- The measure of low-income status for the pupils reported on the PI-SAGE-ENT form must be the measure used when determining poverty rates by school for the purposes of distributing Title I funds among the various schools in your district (form PI-9575). Many schools use eligibility for free and reduced lunch as their primary means of determining poverty.
- Report all pupils being served under the SAGE contract for this school, even if some of the class/section(s) for some grades are physically located in a different school or building. **DO NOT include in the count any 4-year-old kindergarten** pupils or pupils enrolled in this school that are not covered by the SAGE contract.
- All multi-age class/section(s) should be reported under the multi-age category. To avoid double counting students, **DO NOT count multi-age students in any other grade level.**

INSTRUCTIONS

1. Go to https://www2.dpi.state.wi.us/SAGE_ENT/Login.aspx to find the on-line web-based form.
2. To begin this web-based form, please log in using the unique user name and password that was sent to you in the *SAGE Aid 2009-10 - Update Low-Income Count Memo*. The user name and password are specific to each SAGE school.
3. To access the entitlement form, scroll down on the “HOME” page and select “***Start Entitlement Form.***”
4. Click on the appropriate grade level button in the gray shaded area located at the top of the form.
5. Select “***Section 01***” from the blue shaded area from the left hand side of the screen.
6. Enter the updated number of low-income students currently served in each class section in the “***Total Low-Income Student Count***” column. If you have students whose low-income eligibility was not determined until after your October count, please put the total number of low-income students you are currently serving in the column titled “***Low-Income Student Count***” for each corresponding grade level and class/section. If your “***Low-Income Student Count***” has remained the same, simply re-enter the same number that was previously entered in October 2009.

*Note: For each SAGE class/section the low-income student numbers that were entered for the October count have been moved into the “***Previous Low-Income Student Count***” column.*

7. Select the gray shaded **“Save”** button after each class/section data that has been entered.
8. Continue this process until all of your class/section(s) have been updated from your October 2009 submittal.
9. Once you have entered the revised **“Total Low-Income Student Count”** numbers for all of your class/section(s) per grade level you can review your data by selecting the **“VERIFY ENTITLEMENT”** button in the blue shaded menu bar at the top of the screen. A screen will display the data entered. If you need to make any correction(s), select the **“click here”** button and it will take you back to previous entitlement form screens. Follow the instructions closely listed on that screen. Corrections are required before you can select the **“Submit”** button.

*Note: If you have not printed a copy of this revised entitlement form for your records, you may do so by selecting the **“click here”** button to print a copy.*

10. To submit your form after you have printed a paper copy:

- Select the **“SUBMIT ENTITLEMENT”** button in the blue shaded menu bar at the top of the screen.
- Then select the gray shaded **“Submit”** button. A message will appear asking if you want to submit your form.
- Click **“Submit”**. A message will then appear letting you know that your data has been successfully submitted.

*Reminder: Reviewing or Printing your data does not constitute submitting your Form. You must get into the **“SUBMIT ENTITLEMENT”** screen and choose **“Submit”** in order for your form to be officially submitted.*

CONTACTS AND ADDITIONAL SUPPORT

Congratulations! You have completed the process of submitting your PI-SAGE-ENT Updated low-income student count report form for biennial budget purposes. If you need additional assistance in completing this form, please contact one of the application administrators listed below:

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